R277. Education, Administration.

R277-502. Educator Licensing and Data Retention.

R277-502-[2]1. Authority and Purpose.

[A.](1) This rule is authorized by:

- (a) Utah Constitution Article X, Section 3, which vests general control and supervision [of the]over public [school system under]education in the Board[-];
- (b) Section 53A-1-401, which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law; and
- (c) [by] Section 53A-6-104, which gives the Board power to issue licenses[, and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities].
- [B.](2) This rule specifies the types of license levels and license areas of concentration available and procedures for obtaining a license, required for employment as a licensed educator in the public schools of Utah.
- (3) [The] This rule also provides a process and criteria for educators whose licenses have lapsed [and] to return to the teaching profession. [All licensed educators employed in the Utah public schools shall be licensed consistent with this rule in order for the district to receive full funding under Section 53A-17a-107(2).]

R277-502-[1]2. Definitions.

- [A. "Accredited" means a Board-approved educator preparation program, accredited by: the National Council for Accreditation of Teacher Education (NCATE), the Teacher Education Accreditation Council (TEAC), or the Council for Accreditation of Educator Preparation (CAEP).]
- [B.](1) "Accredited school" [for purposes of this rule,] means a public or private school that:
 - (a) meets standards essential for the operation of a quality school program; and
 - (b) has received formal approval through a regional accrediting association.
- [C. "Authorized staff" for purposes of this rule means an individual designated by the USOE or an LEA and approved by the USOE and who has completed CACTUS training.]
 - [D. "Board" means the Utah State Board of Education.]
- [E.](2) "Comprehensive Administration of Credentials for Teachers in Utah Schools or "[(]CACTUS[)]" means the electronic file maintained on all licensed Utah educators[. The file includes] including information such as:
 - ([1]a) personal directory information;
 - ([2]b) educational background;
 - ([3]c) endorsements;
 - ([4]d) employment history; and
 - ([5]e) a record of disciplinary action taken against the educator.
- [F. "ESEA subject" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography under the Elementary and Secondary Education Act (ESEA).]

- [G.](3) "LEA" [or "local education agency" means a school district, charter school or] includes, for purposes of this rule, the Utah Schools for the Deaf and the Blind.
- [H.](4) "Letter of Authorization" means a designation given to an individual employed by an LEA for one year authorizing the individual to teach in a public school, such as:
 - (a) an out-of-state candidate; or
- (b) an individual pursuing an alternative license, who has not completed the requirements for a Level 1, 2, or 3 license; or
- (c) an individual who has not completed necessary endorsement requirements [and who is employed by an LEA].
- [I. "Level 1 license" means a Utah professional educator license issued upon completion of a Board-approved educator preparation program or an alternative preparation program, or to an applicant that holds an educator license issued by another state or country that has met all ancillary requirements established by law or rule.
- J. "Level 2 license" means a Utah professional educator license issued after satisfaction of all requirements for a Level 1 license and:
- (1) satisfaction of requirements under R277-522 for teachers whose employment as a Level 1 licensed educator began after January 1, 2003 in a Utah public LEA or accredited private school:
- (2) at least three years of successful education experience in a Utah public LEA or accredited private school or one year of successful education experience in a Utah public LEA or accredited private school and at least three years of successful education experience in a public LEA or accredited private school outside of Utah;
 - (3) additional requirements established by law or rule.
- K. "Level 3 license" means a Utah professional educator license issued to an educator who holds a current Utah Level 2 license and has also received National Board Certification or a doctorate in education or in a field related to a content area in a unit of the public education system or an accredited private school, or holds a Speech-Language Pathology area of concentration and has obtained American Speech-Language hearing Association (ASHA) certification.]
- [\(\frac{\frac{1}}{5}\)(a) "License areas of concentration" means designations to licenses obtained by completing a Board-approved educator preparation program or an alternative preparation program in a specific area of educational studies to include the following:
 - (i) Early Childhood ([K]k-3)[,];
 - (ii) Elementary ([K]k-6)[-];
 - (iii) Elementary (1-8)[-,];
- (iv) Middle ([still valid, but not issued after 1988,] 5-9), only for licenses issued before 1988[-];
 - (v) Secondary (6-12)[,];
 - (vi) Administrative/Supervisory ([K]k-12)[-];
 - (vii) Career and Technical Education[-,];
 - (viii) School Counselor[-,];
 - (ix) School Psychologist[,];
 - (x) School Social Worker[,];

- (xi) Special Education ([K]k-12)[-];
- (xii) Preschool Special Education (Birth-Age 5)[-,];
- (xiii) Communication Disorders[-,];
- (xiv) Speech-Language Pathologist[-]; and
- (xv) Speech-Language Technician.
- (b) License areas of concentration may also bear endorsements relating to subjects or specific assignments.
- [M:](6)(a) "License endorsement" or "[{]endorsement[}]" means a specialty field or area earned through completing required course work established by the [USOE] Superintendent or through demonstrated competency approved by the [USOE] Superintendent[;].
- (b) [the] An endorsement shall be listed on [the] a professional educator license indicating the specific qualification[(]s[)] of the holder.
- [N.](7) "Professional learning plan" means a plan developed by an educator in collaboration with the educator's supervisor, consistent with R277-500, which [detailing] details appropriate professional learning activities for the purpose of renewing the educator's license.
- [O.](8) "Renewal" means reissuing or extending the length of a license consistent with R277-500.
- [P:](9) "State Approved Endorsement Program" or "[{]SAEP[}]" means a plan [in place] developed between the [USOE] Superintendent and a licensed educator to direct the completion of endorsement requirements by the educator consistent with Section R277-520-11.
 - [Q. "USOE" means the Utah State Office of Education.]

R277-502-3. Program Approval and Requirements.

- [A.](1) The [Board may] <u>Superintendent shall</u> accept educator license recommendations from educator preparation programs that have applied for Board approval and have met the requirements described in this [rule] <u>Rule R277-502</u> and the Standards for Program Approval established [by the Board] in:
 - (a) Rule R277-504[-,];
 - (b) Rule R277-505[,]; or
 - (c) Rule R277-506 [as determined by USOE].
- [B.](2) The [Board, or its designee,] Superintendent may establish deadlines and uniform forms and procedures for all aspects of program licensing.
- [C.](3) To be approved for license recommendation [the] an educator preparation program shall:
 - (1) be accredited by NCATE or TEAC; or
- (2) be accredited by CAEP using the CAEP Program Review with National Recognition or CAEP Program Review with feedback options; and]
- ([3]a) have a physical location in Utah where students attend classes or if the program provides only online instruction:
 - ([a]i) have the program's primary headquarters [shall be] located in Utah; and

- ([b]ii) [the program shall] be licensed to do business in Utah through the Utah Department of Commerce;
- ([4]b) include coursework designed to ensure that the educator is able to meet the Utah Effective [Teaching] Educator Standards [and Educational Leadership Standards] established in R277-530;
- ([5]c) [in the case of content endorsements,] include coursework, if the program offers content endorsement preparation, that is, at minimum, equivalent to the course requirements for the endorsement as established by [USOE] the Superintendent;
- ([6]d) establish entry requirements designed to ensure that only high quality individuals enter the licensure program[; requirements shall include], including the following minimum components[, beginning August 1, 2014]:
 - ([a]i) a minimum high school [f] or college GPA of 3.0; [and]
- ([b]ii) a [USOE] Board-cleared fingerprint background check; and at least one of the following:
 - ([e]iii)(A) a passing score on a Board-approved basic skills test; [or]
- ([d]B) an ACT composite score of 21 with a verbal/English score no less than 20 and a mathematics/quantitative score of no less than 19; or
- ([e]C) a combined SAT score of 1000 with neither mathematics nor verbal below 450[-1]; and
- ([7]e) include a student teaching or intern experience that meets the requirements detailed in Rules R277-504, R277-505, and R277-506.
- [D.](4) An institution may waive any of the entrance requirements provided in [R277-502-3C(6)] Subsection (3)(d) based on program established guidelines for no more than 10 percent of an entrance cohort.
- [E.](5) [USOE representatives] The Superintendent shall [be a part of the accrediting team] lead the approval review for any Board-approved educator preparation program seeking to maintain or receive program approval.
 - (6) [USOE representatives] The Superintendent shall be responsible for:
 - ([1]a) observing and monitoring the [accreditation] approval review process;
- ([2]b) reviewing subject specific programs to determine if the program meets state standards for licensure in specific areas;
- ([3]c) reviewing program procedures to ensure that Board requirements for licensure are followed; and
- ([4]d) reviewing licensure candidate files to determine if the program followed Board requirements for licensure [are followed by the program].
- [F.](7) After completion of the [accreditation] approval review site visit, a Board-approved educator preparation program, working with the [USOE] Superintendent, shall prepare and submit a program approval request for consideration by the Board that includes:
 - ([1]a) a program summary;
 - ([2]b) [accreditation] approval review findings;
 - ([3]c) program areas of distinction;
 - ([4]d) program enrollment; and

([5]e) program goals and direction.

- [G.](8) If the program approval request is approved by the Board, the program shall be considered Board-approved until the next scheduled [accreditation] approval review visit. [unless the program is placed on probation by the USOE for failure to meet program requirements detailed in applicable Board rules and program approval is revoked by the Board under R277-502-30.]
- (9)(a) Notwithstanding Subsection 8, the Superintendent may place a program on probation for:
 - (i) failure to meet program requirements detailed in applicable Board rules; and
- (ii) submission of inadequate or incomplete information in a report required under this R277-502.
- (b) The Board may revoke its approval of a probationary program that fails to meet probationary requirements with at least one year's notice.
- [H.](10) If a [N]new educator preparation program[s that] seeks Board approval or a previously Board-approved educator preparation program[s that] seeks approval for additional license area preparation and endorsements, the program shall submit an application[s] to [USOE] the Superintendent including:
- ([1]a) information detailing the exact license areas of concentration and endorsements that the program intends to award;
- ([2]b) detailed course information, including required course lists, course descriptions, and course syllabi for all courses that will be required as part of a program;
- ([3]c) detailed information showing how the required coursework will ensure that the educator satisfies all standards in the Utah Effective [Teaching] Educator Standards [and Educational Leadership Standards] established in Rule R277-530 and Professional Educator Standards established in Rule R277-515;
 - ([4]d) information about program timelines and anticipated enrollment.
- [h.](11) The Board shall approve [A]applications for new educator preparation programs [shall be approved by the Board].
- [J.](12)(a) The Superintendent shall review and approve [A]applications [for] from previously Board-approved educator preparation programs desiring Board approval for additional license areas and endorsements[:].
- (b) The Superintendent may grant preliminary approval pending Utah State Board of Regents approval of a new program if the program is within a public institution.
 - [(1) shall be reviewed and approved by USOE;
- (2)may receive preliminary approval pending Utah State Board of Regents approval of the new program if the program is within a public institution.]
- [K.](13) An educator preparation program seeking [accreditation] Board approval may apply to the Board for probationary approval for a maximum of three years contingent on the completion of the [accreditation] approval process.
- [L.](14) A [previously] Board-approved educator preparation program shall submit an annual report to the [USOE] Superintendent by July 1 of each year[. The report], which shall [summarize the institution's annual accreditation report and shall] include the following:

- ([1]a) student enrollment counts designated by anticipated license area of concentration and endorsement and disaggregated by gender and ethnicity;
- ([2]b) information explaining any significant changes to course requirements or course content;
- ([3]c) the program's response to [USOE-identified] areas of concern or areas of focus identified by the Superintendent;
- ([4]d) information regarding any program-determined areas of concern or areas of focus and the program's planned response; and
- ([5]e) a summary explanation of students admitted under the waiver identified in [R277-502-3D] Subsection (4) and an explanation of the waiver.
- [M.](15) The [USOE] <u>Superintendent</u> shall provide reporting criteria to Board-approved educator preparation programs regarding the annual report and [USOE-] designated areas of concern or focus by January 31 annually.
- [N. Educator preparation programs that submit inadequate or incomplete information to the USOE may be placed on a probationary status by USOE.
- O. Board-approved educator preparation programs on probationary status that continue to fail to meet requirements may have their license recommendation status revoked in full or in part by the Board with at least one year notice.
- [P-](16) An individual that completes a Board-approved educator preparation program may be recommended for licensure within five years of program completion if the individual meets current licensing requirements.
- [Q.](17)(a) If five years have passed since an individual completed a Board-approved preparation program, the individual may be recommended for licensure following review by the individual program.
- (b) The preparation program officials shall determine whether any content or pedagogy coursework previously completed meets current program standards and if additional coursework, hours or other activities are necessary to recommend licensure.
- (c) The individual shall complete all work required by [the] program officials before receiving a license recommendation from the program.

R277-502-4. License Levels, Procedures, and Periods of Validity.

- [A. Level 1 License Requirements]
- (1)(a) [An initial license, the] The Superintendent shall recommend an individual to the Board for a Level 1 license if the individual:[, is issued to an individual who]
- (i) is recommended by a Board-approved educator preparation program or approved alternative preparation program[-]; or [an educator with]
 - (ii) possesses a valid professional educator license from another state.
- ([a]b) An LEA[s] and Board-approved educator preparation program[s] shall cooperate in preparing candidates for [the educator] a Level 1 license[-] and may use joint [The] resources [of both may be used] to assist candidates in preparation for licensing.
- ([b]c) [The] A Board-approved educator preparation program may only issue a recommendation [indicates that] if the individual has satisfactorily completed the programs of study required for the preparation of educators and has met licensing standards in the

license areas of concentration for which the individual is recommended.

- (2) [The] A Level 1 license is [issued] valid for three years unless suspended or revoked for cause by the Board.
- [(3) A Level 1 license holder shall satisfy all requirements of R277-522, Entry Years Enhancements (EYE) for Quality Teaching Level 1 Utah Teachers.
- (4) An educator qualified to teach any ESEA subject shall be considered Highly Qualified in at least one ESEA subject prior to moving from Level 1 to Level 2.]
- ([5]3) A license applicant who has received or completed license preparation activities or coursework inconsistent with this rule may present compelling information and documentation for review and approval by the [USOE] Superintendent to satisfy the licensing requirements.
- ([6]4) If an educator has taught for three years in a K-12 public education system in Utah, the Superintendent may only recommend renewal of a Level 1 license [may only be renewed] if:
- (a) the employing LEA has requested a one year extension consistent with <u>Section</u> R277-522-4[, Entry Years Enhancements (EYE) for Quality Teaching Level 1 Utah Teachers]; or
- (b) the individual has continuous experience as a speech language pathologist in a clinical setting.
 - [B. Level 2 License Requirements]
- ([1]5) [A]The Superintendent shall recommend a Level 1 licensee to the Board for a Level 2 license [may be issued by the Board to a Level 1 license holder] upon:
 - (a) satisfaction of all Board requirements for the Level 2 license; and [upon]
 - (b) the recommendation of the employing LEA.
- ([2]6) An LEA shall make a [The] recommendation [shall be made] under Subsection (5)(b), prior to the expiration of the educator's Level 1 license and following:
- (a) the completion of three years of successful, professional growth and educator experience[-];
- (b) satisfaction of <u>all requirements of Rule R277-522[-];</u> [Entry Years Enhancements (EYE) for Quality Teaching Level 1 Utah Teachers,] and
- (c) any additional requirements imposed by the employing LEA[, and before the Level 1 license expires].
- ([3]7) A Level 2 license shall be [issued] valid for five years [and shall be valid] unless suspended or revoked for cause by the Board.
- ([4]8) [The] A Level 2 license may be renewed for successive five year periods consistent with Rule R277-500[, Educator Licensing Renewal].
 - [C. Level 3 License Requirements]
- ([1]9) [A] The Superintendent shall recommend a Level 2 licensee to the Board for a Level 3 license [may be issued by the Board to a Level 2 license holder] who:
 - (a) has [achieved] current National Board Certification; [or]
- (b) has a doctorate in education in a field related to a content area in a unit of the public education system or an accredited private school; or
 - (c) holds a Speech-Language Pathology area of concentration and has [obtained]

<u>a current</u> American Speech-Language Hearing Association [(ASHA)] certification.

- ([2]10) A Level 3 license is valid for seven years unless suspended or revoked for cause by the Board.
- ([3]11) [The] A Level 3 license may be renewed for successive seven year periods consistent with Rule R277-500.
- [(4) A Level 3 license shall revert to a Level 2 license if the holder fails to maintain National Board Certification status or fails to maintain a current Certificate of Clinical Competence from the American Speech-Language-Hearing Association.
 - D. License Renewal Timeline
- (12) The Superintendent may establish deadlines and uniform forms and procedures for all aspects of licensing.
- (13)(a) All [L]licenses expire on June 30 of the year of expiration [recorded on CACTUS] and may be renewed any time after January of the same year.
 - (b) Responsibility for license renewal rests solely with the [holder] licensee.

R277-502-5. Professional Educator License Areas of Concentration, and Endorsements and Under-Qualified Employees.

[A.](1) Unless excepted under rules of the Board, to be employed in [the] <u>a public school[s]</u> in a capacity covered by <u>a [the following]</u> license area[s] of concentration <u>set forth in Subsection R277-502-2(6)(a)</u>, a person shall hold a valid license issued by the Board in the respective license area[s] of concentration[$\dot{\cdot}$].

[(1) Early Childhood (K-3);
(2) Elementary (1-8);
(3) Elementary (K-6);
(4) Middle (still valid, and issued before 1988, 5-9);
(5) Secondary (6-12);
(6) Administrative/Supervisory (K-12);
(7) Career and Technical Education;
(8) School Counselor;
(9) School Psychologist;
(10) School Social Worker;
(11) Special Education (K-12);
(12) Preschool Special Education (Birth-Age 5);
(13) Communication Disorders;
(14) Speech-Language Pathologist;
(15) Speech-Language Technician.

B. Under-qualified educators:

- ([1]2) An [E]educator[s] who [are] is licensed and holds the appropriate license area of concentration but who [are] is working out of [their] the educator's endorsement area[(s)], shall[request and prepare]:
- (a) submit an SAEP to complete the requirements of an endorsement [with a USOE education specialist] to the Superintendent; or
 - $([2]\underline{b})$ [LEAs may] request, along with the educator's employing LEA, a [L]letter[s]

of [A]authorization from the Board [for educators employed by LEAs] if the educator[s have] has not completed requirements for an area[s] of concentration or endorsement[s].

- (3)(a) A[n approved] [L]letter of [A]authorization issued under Subsection (2)(b) is valid for one year.
- (b) An [E]educator[s] [may be approved] may receive [for] no more than three Letters of Authorization throughout [their]the educator's employment in Utah schools.
- (c) The [State] Superintendent [of Public Instruction or designee] may [grant] recommend an exception[s] to the [three Letters of Authorization] limitation in Subsection (3)(b) on a case by case basis following specific approval of the request by the educator's employing LEA governing board.
- (d) A [L]letters of [A]authorization approved prior to the 2000-2001 school year shall not be counted [in this] towards the limit in Subsection (3)(b).
- ([e]e) If an [education employee's L] educator's letter of [A]authorization expires before the individual is approved for licensing, the [employee] educator falls into underqualified status.
- [C.](4) [License areas of concentration] A licensed educator may receive [be endorsed] an endorsement to indicate qualification in a subject or content area.
- ([1]a) An LEA shall recognize a STEM endorsement [shall be recognized] as a minimum of 16 semester hours of university credit toward lane change on [an] the LEA's salary schedule.
- ([a]b) The [State] Superintendent [of Public Instruction or designee] shall determine the [mathematics-, engineering-, science-, and technology-related] courses and experiences necessary for a STEM endorsement[s].
- ([b]c) The [State] Superintendent [of Public Instruction or designee] shall determine which content area endorsements qualify as STEM endorsements.
- ([2]5) An endorsement is not valid for employment purposes without a current license and license area of concentration.

R277-502-6. Returning Educator Relicensure.

- [A.](1) A previously licensed educator with an expired license may renew an expired license upon satisfaction of the following:
- ([1]a) Completion of <u>a criminal background check including review of any criminal offenses and clearance [by the Utah Professional Practices Advisory Commission] in accordance with Rule R277-214;</u>
 - ([2]b) Employment by an LEA;
- ([3]c) Completion of a one-year professional learning plan developed jointly by the <u>educator's</u> school principal or charter school director and the returning educator consistent with R277-500 that also considers the following:
 - $([a]\underline{i})$ previous successful public school teaching experience;
 - ([b]ii) formal educational preparation;
 - ([e]iii) period of time between last public teaching experience and the present;
- ([d]iv) school goals for student achievement within the employing school and the educator's role in accomplishing those goals;

- ([e]v) returning educator's professional abilities, as determined by a formal discussion and observation process completed within the first 30 days of employment; and
- ([f]vi) completion of additional necessary professional development for the educator[, as determined jointly by the principal/school and educator].
 - ([4]d) Filing of the professional [development] learning plan within 30 days of hire;
 - ([5]e) Successful completion of required Board-approved exams for licensure;
 - ([6]f) Satisfactory experience as determined by the LEA with a trained mentor; and
- ([7]g) Submission to the [USOE] <u>Superintendent</u> of the completed and signed Return to Original License Level Application, available on the [USOE] <u>Board</u> website prior to June 30 of the school year in which the educator seeks to return.
- [B. The Professional Learning Plan is independent of the License Renewal Point requirements in R277-500-3C.]
- (2) A returning educator is eligible for renewal of an educator license following completion of a professional learning plan notwithstanding the license renewal point requirements of Section R277-500-3.
- [C:](3)(a) A [R]returning educator[s] who previously held a Level 2 or Level 3 license under this rule shall [be issued] receive a Level 1 license during the first year of employment following renewal of an expired license.
- (b) Upon completion of the requirements listed in [R277-502-6A] Subsection (1) and a satisfactory LEA evaluation, the employing LEA may recommend the educator's return to Level 2 or Level 3 licensure.
- [D.](4) A [R]returning educator[s] who taught less than three consecutive years in a public or accredited private school shall complete the [Early Years Enhancement] requirements of Rule R277-522 before [moving from]being recommended by an LEA to move from a Level 1 to Level 2 [licensure]license.

R277-502-7. Professional Educator License Reciprocity.

- [A.](1) [Utah is a member of] The Superintendent shall act in accordance with the requirements of the Compact for Interstate Qualification of Educational Personnel under Section 53A-6-201, et seq.
- [B.](2) A Level 1 license may be issued to an individual holding a professional educator license in another state who has completed preparation equivalent to Board-approved standards and who has completed Board-approved testing, as required by Subsection R277-503-3(4).
- ([1]3) If [the] an out-of-state applicant has three or more continuous years of previous educator experience in a public or accredited private school, a Level 2 license may be issued upon the recommendation of the employing Utah LEA after at least one year.
- ([2]4) If [the] an out-of-state applicant has less than three years of previous educator experience in a public or accredited private school, a Level 2 license may be issued following satisfaction of the requirements of Rule R277-522[, Entry Years Enhancements (EYE) for Quality Teaching Level 1 Utah Teachers].

[R277-502-8. Professional Educator License Fees.

- A. The Board may establish a fee schedule for the issuance and renewal of licenses and endorsements consistent with 53A-6-105. All endorsements to which the applicant is entitled may be issued or renewed with the same expiration date for one licensing fee.
- B. A fee may be charged for a valid license to be reprinted or for an endorsement to be added.
- C. All costs for testing, evaluation, and course work shall be borne by the applicant unless other arrangements are agreed to in advance by the employing LEA.
- D. Costs to review nonresident educator applications may exceed the cost to review resident applications due to the following:
- (1) The review is necessary to ensure that nonresident applicants' training satisfies Utah's course and curriculum standards.
- (2) The review of nonresident licensing applications is time consuming and potentially labor intensive.
- E. Differentiated fees may be set consistent with the time and resources required to adequately review all applicants for educator licenses.

KEY: professional competency, educator licensing

Date of Enactment or Last Substantive Amendment: [July 8, 2015]2017

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Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53A-6-104; 53A-1-401[(3)]